

**City of Roanoke
Public Works Service Center
Standard Operating Procedure**

Subject: Backflow and Cross-Connection Prevention Certification	Revised: 1/6/20
Purpose: To ensure the proper licensures and certifications needed to comply with regulations to prevent backflow of potentially harmful liquids into the drinking water supply. <i>Required under Code of Virginia 12VAC5-590</i>	

Responsible Party/ies: Qualified Facilities Maintenance Employees.

Performance Frequency: All cross connections shall be inspected annually.

Documentation:

- **File location for all the following documentation:**

L:\BUILDING_MAINTENANCE\MAINTENANCE\Backflow Certificates

1. Copy of DPOR License (Backflow Prevention Device Worker)
2. Copy of their Master Plumber Certification
3. Certificates of Inspection are documented and filed through the City of Roanoke Permit office using the E-Track It System
4. Inspections are confirmed through Permit office and filed in the following location:
5. Equipment Calibrations are done annually and filed in the following location:

Training: Management and/or Supervisors will cover this SOP with all newly hired and/or temporary personnel within their first 60-days of employment.

- All Licenses and Certifications shall be renewed prior to expiration and copies of new documents shall be emailed to Environmental Management.

Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management.

Definitions:

1. **Qualified Facilities Maintenance Employee:** A Maintenance Technician who is licensed as both a Master Plumber and a Backflow Prevention Device Worker (BPDW) by the Virginia Department of Professional Occupation and Regulation (DPOR).

Procedure:

1. Only licensed BPDWs who are also licensed Master Plumbers shall inspect or service city backflow and cross connection prevention devices.
2. All backflow and cross connection prevention devices shall be inspected and inspection reports shall be submitted to the City of Roanoke Permits Office to be approved and assigned a certificate number.
3. Equipment used to test the city's backflow devices will be calibrated by a DPOR licensed outside inspector and certified as accurate annually.

Trainee Name: _____ **Signature:** _____

Date: _____

Send completed form to Environmental Management at: envmgt@roanokeva.gov.